

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: KIM NADEAU, PARKING MANAGER, FINANCE DEPARTMENT
DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT

SUBJECT: SOLE SOURCE CONTRACT FOR MULTI-SPACE PARKING
METER SOFTWARE, PARTS, COMMUNICATION, REPORTING
AND REPAIR SERVICES WITH CALE AMERICA, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, (1) waive competitive bidding and authorize a sole source agreement for multi-space parking meter software, parts, communication, reporting and repair services to Cale America, Inc., a Delaware Corporation, for a five-year term in an amount not to exceed \$264,640.00; and (2) ratify purchase orders and blanket purchase orders issued to Cale in the amount of \$364,397.72.

EXECUTIVE SUMMARY

The City utilizes Cale multi-space parking meters to manage parking in City operated surface lots and in on-street parking locations. In 2008, the City Council authorized the cooperative purchase of Cale meters under a contract awarded by the City of Portland, Oregon, following a competitive bid process. The contract expired in 2011. Since 2011, the City has issued annual purchase orders and/or blanket purchase orders to obtain equipment, parts and services to continue operation of the meters.

BACKGROUND

The Finance Department, Parking Division (Parking) manages and maintains the City's parking program. In 2008, the City purchased CALE multi-space credit card enabled parking meters to replace coin only single space parking meters in the core downtown. The City continues to use the CALE multi-space meters in its surface lots, and in some on-street locations.

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Instead of entering into a contract with Cale for ongoing software, communication, reporting, parts and maintenance needs, the City issued annual purchase orders and blanket purchase orders to obtain equipment, parts and services and to approve changes to rates charged by Cale for communication services. Purchase Orders are a form of City agreement and when issued with standard terms and conditions, which are pre-approved by the City Attorney, are not reviewed and approved by the City Attorney. The cumulative total of payments made pursuant to purchase orders and blanket purchase orders exceeds \$360,000. Approval of this resolution will ratify purchase orders and blanket purchase orders issued to obtain equipment, parts and services and change rates charged by Cale.

PRIOR CITY COUNCIL REVIEW

April 8, 2008 – City Council received a presentation on the Parking Pay Station Pilot Program that was conducted to test different models of CALE parking meters.

December 16, 2008 – City Council authorized the cooperative purchase of parking pay station equipment under a contract awarded by the City of Portland, Oregon, following a competitive bid process and approved issuance of Blanket Purchase Orders to CALE with total expenditures not to exceed \$600,000.00.

July 20, 2010 – City Council approved extension of a Blanket Purchase Order with CALE for parking pay station equipment and additional expenditures not to exceed \$500,000.00.

ANALYSIS

Parking continues to need services and supplies associated with the operation and repair of the parking meters. The current vendor is the sole source for providing these services. As such, the vendor has provided a letter documenting this status (Attachment 1). In order for Parking to continue services with the vendor, staff has prepared a Professional Services Agreement for a proposed five-year period in an amount not to exceed \$264,640.00 which requires approval by Council.

Since 2011, staff has continued receiving services from this vendor to continue operation of the meters. Each year a City Purchase Order was issued to the vendor to keep the meters in operation. The total amount paid from these purchase orders was \$364,397.72. Approval of this resolution will ratify these purchase orders. The following chart outlines the payments made pursuant to the above mentioned purchase orders and blanket purchase orders:

Purchase Order Number	Date Issued	Amount Paid
132597	4/26/2011	\$101,811.73
137098	7/17/2012	\$38,788.76

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138312	11/06/2012	\$41,481.00
139404	2/25/2013	\$5,170.86
139630	3/14/2013	\$51,005.92
142673	12/17/2013	\$38,345.77
146499	1/14/2015	\$34,839.00
149487	11/12/2015	\$42,194.63
150755	5/9/2016	\$10,760.05
	TOTAL	\$364,397.72

FISCAL IMPACT

There is no fiscal impact to the General Fund from approving this item. All amounts to be expended under this Agreement are paid from the Parking Fund and are included in the Fiscal Year 2017-18 adopted budget. As a regular operating expenditure, funds for this Agreement will be included in future budget proposals.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 in that the funding will accommodate upgrades, repair, and maintenance of equipment and systems within existing facilities with negligible expansions of the use.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Sole Source letter
- Resolution/Exhibit A (Professional Services Agreement)

CONTACT

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